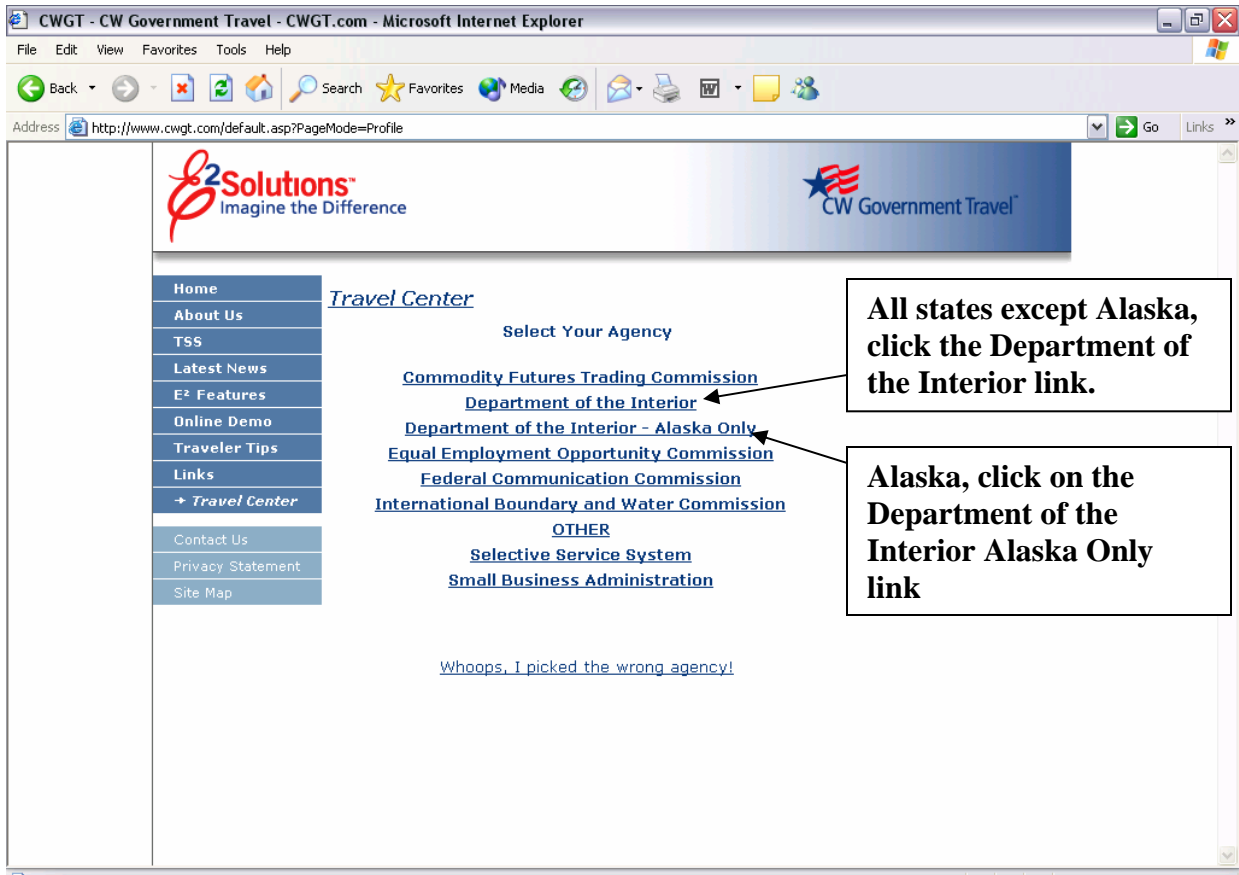


Instructions for Completing Your Traveler Profile

To create a profile, go to WWW.CWGT.COM



Click the
Travel
Center
link





CWGT - CW Government Travel - CWGT.com - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address <http://www.cwgt.com/default.asp?PageMode=Profile&AgencyIDPK=721> Go Links

- Home
- About Us
- TSS
- Latest News
- E² Features
- Online Demo
- Traveler Tips
- Links
- Travel Center
- Contact Us
- Privacy Statement
- Site Map

Travel Center



[Bureau of Indian Affairs](#)

[Bureau of Land Management](#)

[Bureau of Reclamation](#)

[Departmental Offices](#)

[Fish and Wildlife Service](#)

[Minerals Management Service](#)

[National Park Service](#)

[Office of Surface Mining](#)

[US Geological Survey](#)

Travel Related Links

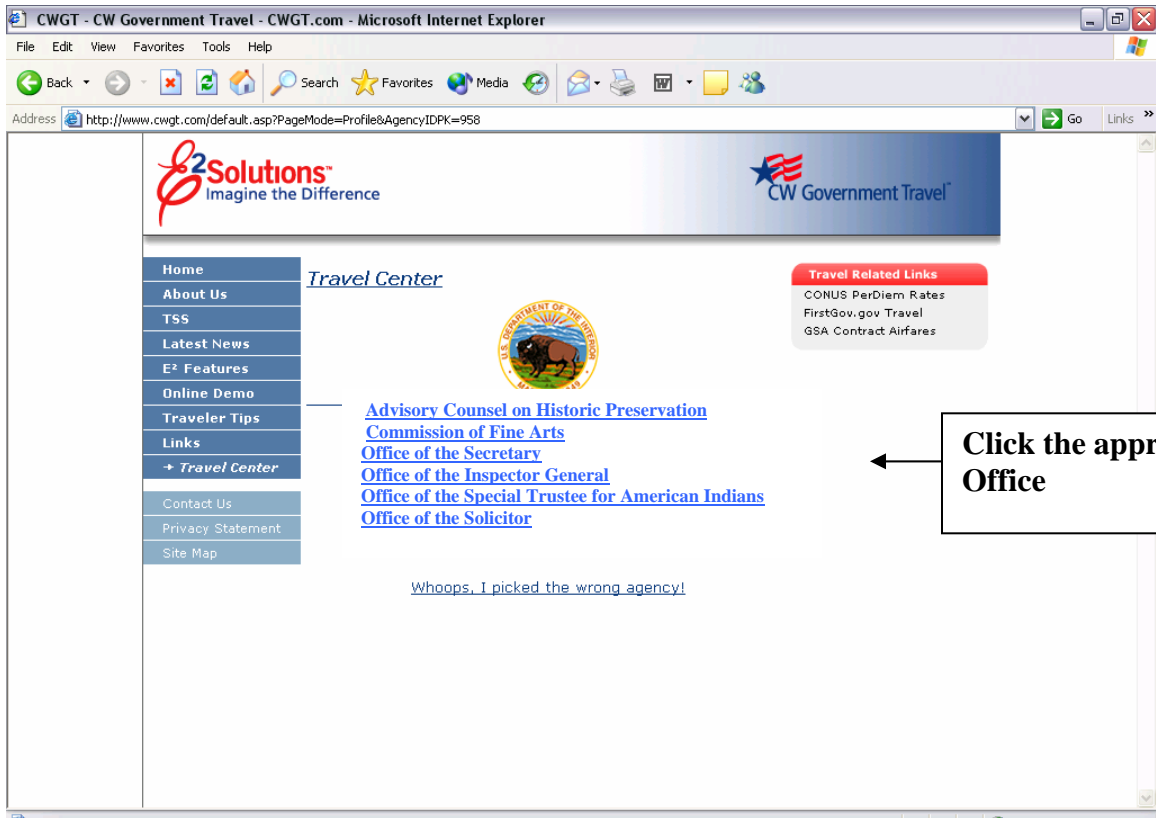
CONUS PerDiem Rates

FirstGov.gov Travel

GSA Contract Airfares

Click the Departmental Offices link (also known as the Office of the Secretary)

[Whoops, I picked the wrong agency!](#)





CWGT - CW Government Travel - CWGT.com - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address http://www.cwgt.com/default.asp?PageMode=ProfileOptions&AgencyIDPK=960 Go Links

[Home](#)
[About Us](#)
[TSS](#)
[Latest News](#)
[E2 Features](#)
[Online Demo](#)
[Traveler Tips](#)
[Links](#)
[+ Travel Center](#)
[Contact Us](#)
[Privacy Statement](#)
[Site Map](#)

Travel Center



Office of Director

Traveler Profile Options

Please select from one of the Profile Options listed below.

[Create New Traveler User ID / Profile](#)

Training Options

Important Note: This site uses the Macromedia Flash player.

If you can read this, you have the Macromedia Flash Player ✓

Can't see the message? Please download the Macromedia Flash player [here](#)

[TRAINING - Create New Traveler UserID / Profile](#)

[TRAINING - New Reservations or Review Existing / Past Travel](#)

[Whoops, I picked the wrong agency!](#)

Travel Related Links

- CONUS PerDiem Rates
- FirstGov.gov Travel
- GSA Contract Airfares

Click the Create New Traveler User ID / Profile link

If you need assistance, you can view a video walk-through by clicking this link

Note: You will need to have Macromedia Flash Player installed to view the video (no sound).

Complete the name section to match your Bank of America Charge Card, no nicknames, abbreviations, etc. See instructions below.

The user id field will be automatically completed based on your first initial, the first four letters of your last name, and the 4-6 numbers you selected. Passwords are case sensitive and must be at least five characters.

“Special” characters such as @, -, etc. are allowed for the e-mail field, however, apostrophes are not accepted. (Using apostrophes is an action item.)

Click the Submit button once all required information is completed.

Select a 4-6 digit number that you can easily remember for this field

**Do not use “special” characters in your address such as commas, hyphens, quotes. For example, the Main Interior Building address is:
1849 C St NW
MS 1234**

Enter your Government charge card information here. If you do not have a Government charge card, or you do not know your Government charge card number, click the “None” option in the drop down box. You can modify your profile with Government charge card information at a later date.

Microsoft Internet Explorer

Help

Create New Traveler Profile
(*) Indicates required fields

Full Legal First Name *

Middle Initial

Full Legal Last Name *

User ID - Last 4-6 numbers (you select) *

User ID *

Password *

Confirm Password *

Street Address 1 *

Street Address 2

City *

State Your state *

Zip Code *

Business Email *

Business Phone *

Fax Number *

Credit Card Type Master Card *

Credit Card Number *

Credit Card Expiration Date (MM/YYYY) 1 - Jan / 2005

Is this card to be used for: Both

Submit Reset

Close Window

VeriSign
Secured
VERIFY

All fields marked with an asterisk (*) are required fields.

The name formats are as follows:

First Name – Enter your name as it appears on your Government travel charge card. Do not use nicknames, abbreviations, etc., unless your Government travel charge card matches (use Robert, not Rob or Bob). If you have a title such as Dr. or Jr. or Sr., enter your title after your first name separated by a space. **Do not use any special characters or punctuation such as a period or hyphen.**

Middle Initial – Enter your middle initial if applicable. (This is not a required field.)

Last Name – Use your full legal last name. **Do not use any special characters, punctuation, or spaces (O’neil would be entered as Oneil, Mc Dowell would be entered as Mcdowell, and Lee-Smith would be entered as Leesmith. If your last name is less than 4 letter, enter your full last name (Abe, Luu, Roy).**

Notice the VeriSign emblem at the bottom of the screen; this ensures that data transmitted on this screen is secure.

See the next page for an example of a completed form.

Create New Traveler Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Create New Traveler Profile
(*) Indicates required fields

Full Legal First Name James Jr *

Middle Initial T

Full Legal Last Name Traveler *

User ID - Last 4-6 numbers (you select) 0211 *

User ID jtrav0211 *

Password ***** *

Confirm Password ***** *

Street Address 1 123 Main St *

Street Address 2

City Anywhere *

State Your state *

Zip Code 00000 *

Business Email james_traveler@blm. *

Business Phone 303-236-0000 *

Fax Number 303-236-0001 *

Credit Card Type Master Card *

Credit Card Number 1234567890111213

Credit Card Expiration Date (MM/YYYY) 1 - Jan / 2008

Is this card to be used for: None

Submit Reset

Close Window

VeriSign Secured

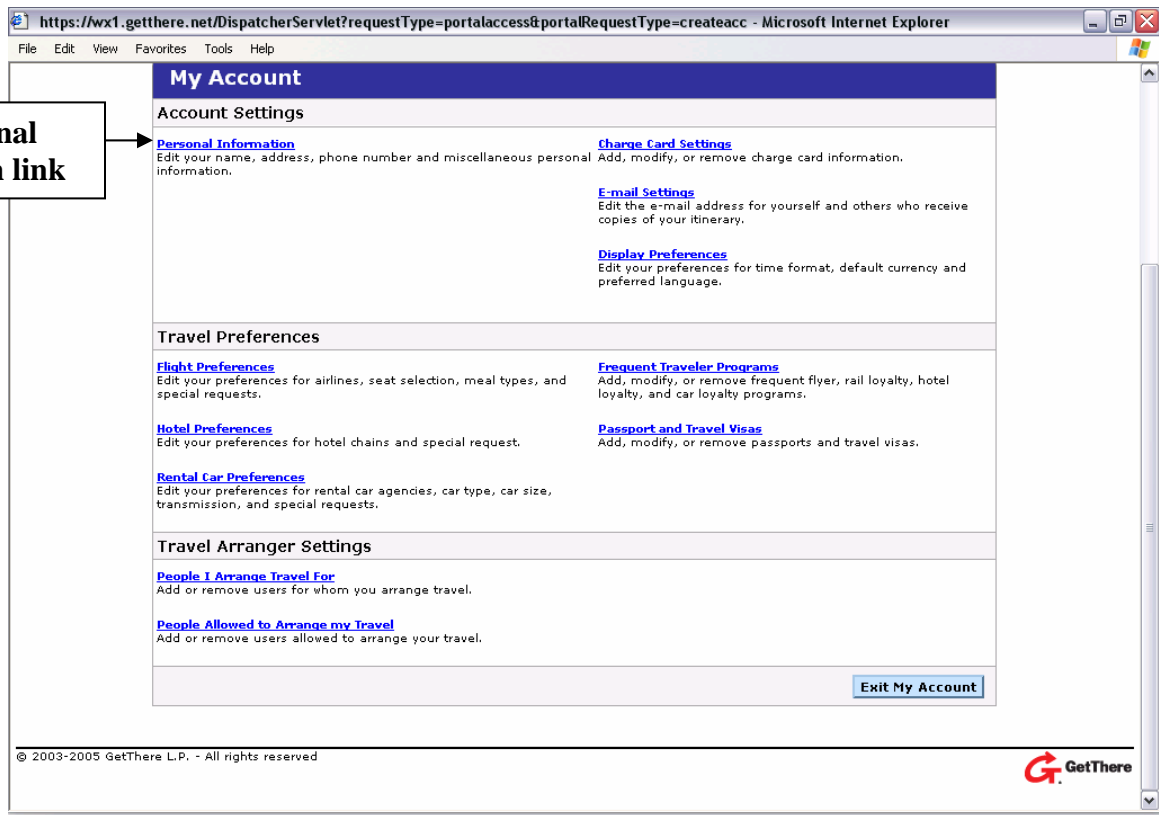
Notice the use of James rather than Jim and the added title.

Notice the automatically generated user id

After you have clicked the submit button, you will see the screen on the following page.

Your basic profile is completed at this point. The following screens are optional: you can either complete them now or logout from the system by clicking on the logout button located on the upper right side of the CWGT toolbar.

Click Personal Information link



https://wx1.getthere.net/DispatcherServlet?requestType=portalaccess&portalRequestType=createacc - Microsoft Internet Explorer

File Edit View Favorites Tools Help

My Account

Account Settings

Personal Information Edit your name, address, phone number and miscellaneous personal information.	Charge Card Settings Add, modify, or remove charge card information.
	E-mail Settings Edit the e-mail address for yourself and others who receive copies of your itinerary.
	Display Preferences Edit your preferences for time format, default currency and preferred language.

Travel Preferences


Flight Preferences Edit your preferences for airlines, seat selection, meal types, and special requests.	Frequent Traveler Programs Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
Hotel Preferences Edit your preferences for hotel chains and special request.	Passport and Travel Visas Add, modify, or remove passports and travel visas.
Rental Car Preferences Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.	

Travel Arranger Settings

People I Arrange Travel For Add or remove users for whom you arrange travel.
People Allowed to Arrange my Travel Add or remove users allowed to arrange your travel.

[Exit My Account](#)

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 GetThere

https://wx1.getthere.net/DispatcherServlet;jsessionid=0855BFCDF1EE0325AEC4649235534AA?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

My Account

Personal Information

Name, Address and Phone Number

Fields marked with a "*" are mandatory

First Name: James Jr *

Middle Initial: T

Last Name: Traveler *

E-mail Address: james_traveler@blm.gov *

Job Title:

Company: DOI

Home Email:

Country: USA *

Address 1: 123 Main St *

Address 2:

City: Anywhere *

State/Province: CO *

Postal Code: 00000 *

Work Phone: 303-236-0000 *

Evening or Cell Phone:

Fax Phone: 303-236-0001

Expiration Date Reminders: On

The changes to your profile are effective immediately and have been automatically sent to CW Government Travel, Inc.

Cancel Save

My Account Options

Account Settings

[Personal Information](#)
[Charge Card Settings](#)
[E-mail Settings](#)
[Display Preferences](#)

Travel Preferences

[Frequent Traveler Programs](#)
[Passport and Travel Visas](#)
[Flight Preferences](#)
[Hotel Preferences](#)
[Rental Car Preferences](#)

Travel Arranger Settings

[People I Arrange Travel For](#)
[People Allowed to Arrange my Travel](#)

Exit My Account

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GetThere

Note: Click "on" in the box for "Expiration Date Reminders" if you would like an e-mail sent reminding you when your travel charge card expires.

Mandatory (*) fields are automatically populated from the previous profile setup. Please verify this information. Entering data in the other fields is optional. Click the Save button when complete.

Click the Flight Preferences link for seat and meal preferences, or any special instructions.

https://wx1.getthere.net/DispatcherServlet?requestType=portalaccess&portalRequestType=createacc - Microsoft Internet Explorer

File Edit View Favorites Tools Help

My Account

Account Settings

[Personal Information](#)
Edit your name, address, phone number and miscellaneous personal information.

[Charge Card Settings](#)
Add, modify, or remove charge card information.

[E-mail Settings](#)
Edit the e-mail address for yourself and others who receive copies of your itinerary.

[Display Preferences](#)
Edit your preferences for time format, default currency and preferred language.

Travel Preferences

[Flight Preferences](#)
Edit your preferences for airlines, seat selection, meal types, and special requests.

[Frequent Traveler Programs](#)
Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.

[Hotel Preferences](#)
Edit your preferences for hotel chains and special request.

[Passport and Travel Visas](#)
Add, modify, or remove passports and travel visas.

[Rental Car Preferences](#)
Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.


Travel Arranger Settings

[People I Arrange Travel For](#)
Add or remove users for whom you arrange travel.

[People Allowed to Arrange my Travel](#)
Add or remove users allowed to arrange your travel.

[Exit My Account](#)

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 GetThere

This is the Flight Preferences page. Complete the form and then click the Save button. This is not mandatory; however, you must complete the form to inform the airlines of your seat and meal preferences, and any special instructions.

https://wx1.getthere.net/DispatcherServlet;jsessionid=0C3475A0C481436E0D897E4A507FA9AB?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Welcome James Jr Traveler Home | My Account | My Trips | My Templates | Help | Logout
Site: DOI Main

Message Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, [CLICK HERE](#) to close the window.

My Account Flight Preferences

Home Airport [Find city/airport](#)

Seat Preference ☐ Show detailed seat availability information.

Meal Preference


Preferred Airlines
1st Selection [Clear Selection](#)
2nd Selection [Clear Selection](#)
3rd Selection [Clear Selection](#)

Special Instructions

The changes to your profile are effective immediately and have been automatically sent to CW Government Travel, Inc.

My Account Options
Account Settings
[Personal Information](#)
[Charge Card Settings](#)
[E-mail Settings](#)
[Display Preferences](#)
Travel Preferences
[Frequent Traveler Programs](#)
[Passport and Travel Visas](#)
[Flight Preferences](#)
[Hotel Preferences](#)
[Rental Car Preferences](#)
Travel Arranger Settings
[People I Arrange Travel For](#)
[People Allowed to Arrange my Travel](#)

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 GetThere

Click the
Hotel
Preferences
link.

https://wx1.getthere.net/DispatcherServlet?requestType=portalaccess&portalRequestType=createacc - Microsoft Internet Explorer

File Edit View Favorites Tools Help

My Account

Account Settings

[Personal Information](#)
Edit your name, address, phone number and miscellaneous personal information.

[Charge Card Settings](#)
Add, modify, or remove charge card information.

[E-mail Settings](#)
Edit the e-mail address for yourself and others who receive copies of your itinerary.

[Display Preferences](#)
Edit your preferences for time format, default currency and preferred language.

Travel Preferences

[Flight Preferences](#)
Edit your preferences for airlines, seat selection, meal types, and special requests.

[Frequent Traveler Programs](#)
Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.

[Hotel Preferences](#)
Edit your preferences for hotel chains and special request.

[Passport and Travel Visas](#)
Add, modify, or remove passports and travel visas.

[Rental Car Preferences](#)
Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.


Travel Arranger Settings

[People I Arrange Travel For](#)
Add or remove users for whom you arrange travel.

[People Allowed to Arrange my Travel](#)
Add or remove users allowed to arrange your travel.

Exit My Account

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GetThere

Internet

This is the Hotel Preferences page. Complete the form and then click the Save button.

https://wx1.getthere.net/DispatcherServlet;jsessionid=0C3475A0C481436E0D897E4A507FA9AB?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Welcome James Jr Traveler Home | My Account | My Trips | My Templates | Help | Logout
Site: DOI Main

Message Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, **CLICK HERE** to close the window.

My Account		Hotel Preferences	
Preferred Chains	1st Selection 2nd Selection 3rd Selection	Clear Selection Clear Selection Clear Selection	
Special Requests	1st Selection 2nd Selection 3rd Selection	Clear Selection Clear Selection Clear Selection	
Special Instructions			

The changes to your profile are effective immediately and have been automatically sent to CW Government Travel, Inc.

[Cancel](#) [Save](#)

My Account Options
Account Settings
[Personal Information](#)
[Charge Card Settings](#)
[E-mail Settings](#)
[Display Preferences](#)
Travel Preferences
[Frequent Traveler Programs](#)
[Passport and Travel Visas](#)
[Flight Preferences](#)
[Hotel Preferences](#)
[Rental Car Preferences](#)
Travel Arranger Settings
[People I Arrange Travel For](#)
[People Allowed to Arrange my Travel](#)
[Exit My Account](#)

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GetThere

Done Internet

Click the Rental Car Preferences link

https://wx1.getthere.net/DispatcherServlet?requestType=portalaccess&portalRequestType=createacc - Microsoft Internet Explorer

File Edit View Favorites Tools Help

My Account

Account Settings

[Personal Information](#)
Edit your name, address, phone number and miscellaneous personal information.

[Charge Card Settings](#)
Add, modify, or remove charge card information.

[E-mail Settings](#)
Edit the e-mail address for yourself and others who receive copies of your itinerary.

[Display Preferences](#)
Edit your preferences for time format, default currency and preferred language.

Travel Preferences

[Flight Preferences](#)
Edit your preferences for airlines, seat selection, meal types, and special requests.

[Frequent Traveler Programs](#)
Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.

[Hotel Preferences](#)
Edit your preferences for hotel chains and special request.

[Passport and Travel Visas](#)
Add, modify, or remove passports and travel visas.

[Rental Car Preferences](#)
Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.


Travel Arranger Settings

[People I Arrange Travel For](#)
Add or remove users for whom you arrange travel.

[People Allowed to Arrange my Travel](#)
Add or remove users allowed to arrange your travel.

Exit My Account

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This is the Rental Car Preferences page. Complete the form and click the Save button. DOI policy states you are authorized to rent a compact size car, unless you are transporting a large amount of Government property that requires a larger car or you are providing transportation to more than two other employees who are on official travel.

https://wx1.getthere.net/DispatcherServlet;jsessionid=0C3475A0C481436E0D897E4A507FA9AB?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Welcome James Jr Traveler
Site: DOI Main

Home | My Account | My Trips | My Templates | Help | Logout

Message Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, [CLICK HERE](#) to close the window.

My Account Rental Car Preferences

Car Type: compact 2 door automatic

Special Requests: 1st Selection 2nd Selection 3rd Selection

Special Instructions

The changes to your profile are effective immediately and have been automatically sent to CW Government Travel, Inc.

Cancel Save

My Account Options

Account Settings

- [Personal Information](#)
- [Charge Card Settings](#)
- [E-mail Settings](#)
- [Display Preferences](#)

Travel Preferences

- [Frequent Traveler Programs](#)
- [Passport and Travel Visas](#)
- [Flight Preferences](#)
- [Hotel Preferences](#)
- [Rental Car Preferences](#)

Travel Arranger Settings

- [People I Arrange Travel For](#)
- [People Allowed to Arrange my Travel](#)

Exit My Account

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File Edit View Favorites Tools Help

My Account

Account Settings

Personal Information Edit your name, address, phone number and miscellaneous personal information.	Charge Card Settings Add, modify, or remove charge card information.
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	Display Preferences Edit your preferences for time format, default currency and preferred language.

Travel Preferences


Flight Preferences Edit your preferences for airlines, seat selection, meal types, and special requests.	Frequent Traveler Programs Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
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Rental Car Preferences Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.	

Travel Arranger Settings

People I Arrange Travel For Add or remove users for whom you arrange travel.
People Allowed to Arrange my Travel Add or remove users allowed to arrange your travel.

[Exit My Account](#)

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 GetThere

Click the
Frequent
Traveler
Programs
Link

https://wx1.getthere.net/DispatcherServlet;jsessionid=0C3475A0C481436E0D897E4A507FA9AB?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Welcome James Jr Traveler Home | My Account | My Trips | My Templates | Help | Logout

Site: DOI Main

Message Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, **CLICK HERE** to close the window.

My Account Frequent Traveler Programs

My Frequent Traveler Programs

You have not entered frequent traveler programs to your "My Frequent Traveler Programs" section.

To add a frequent traveler program click the "Add Frequent Traveler Program" button.

My Account Options

Account Settings

- [Personal Information](#)
- [Charge Card Settings](#)
- [E-mail Settings](#)
- [Display Preferences](#)

Travel Preferences


- [Frequent Traveler Programs](#)
- [Passport and Travel Visas](#)
- [Flight Preferences](#)
- [Hotel Preferences](#)
- [Rental Car Preferences](#)

Travel Arranger Settings

- [People I Arrange Travel For](#)
- [People Allowed to Arrange my Travel](#)

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Click the Add Frequent Traveler Program button



This is the Frequent Traveler Program page. Complete the form and then click the Save button.

https://wx1.getthere.net/DispatcherServlet;jsessionid=0C3475A0C481436E0D897E4A507FA9AB?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Welcome James Jr Traveler Home | My Account | My Trips | My Templates | Help | Logout
Site: DOI Main

Message Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, [CLICK HERE](#) to close the window.

My Account		Frequent Traveler Program Information	
Program Type	Airline		
Vendor	Select one		
Account Number			
The changes to your profile are effective immediately and have been automatically sent to CW Government Travel, Inc.			
		Cancel	Save

My Account Options

Account Settings
[Personal Information](#)
[Charge Card Settings](#)
[E-mail Settings](#)
[Display Preferences](#)

Travel Preferences
[Frequent Traveler Programs](#)
[Passport and Travel Visas](#)
[Flight Preferences](#)
[Hotel Preferences](#)
[Rental Car Preferences](#)

Travel Arranger Settings
[People I Arrange Travel For](#)
[People Allowed to Arrange my Travel](#)

Exit My Account

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https://wx1.getthere.net/DispatcherServlet?requestType=portalaccess&portalRequestType=createacc - Microsoft Internet Explorer

File Edit View Favorites Tools Help

My Account

Account Settings

Personal Information Edit your name, address, phone number and miscellaneous personal information.	Charge Card Settings Add, modify, or remove charge card information.
	E-mail Settings Edit the e-mail address for yourself and others who receive copies of your itinerary.
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Travel Preferences


Flight Preferences Edit your preferences for airlines, seat selection, meal types, and special requests.	Frequent Traveler Programs Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.
Hotel Preferences Edit your preferences for hotel chains and special request.	Passport and Travel Visas ← Add, modify, or remove passports and travel visas.
Rental Car Preferences Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.	

Travel Arranger Settings

People I Arrange Travel For Add or remove users for whom you arrange travel.
People Allowed to Arrange my Travel Add or remove users allowed to arrange your travel.

[Exit My Account](#)

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 GetThere

Click the
Passport and
Travel Visas
link

https://wx1.getthere.net/DispatcherServlet;jsessionid=7B4E00AC2CA65309A2B8A043BAB4F2F0?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Welcome James Jr Traveler
Site: DOI Main

Home | My Account | My Trips | My Templates | Help | Logout

Message Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, **CLICK HERE** to close the window.

My Account Passport and Travel Visas

You can add up to three travel visas and one passport. Please click the "Add Travel Document" button to add a new Passport or Travel Visa.

My Travel Documents

You have not entered travel documents to your "My Travel Documents" section.

To add a travel document click the "Add Travel Document" button.

Cancel Add Travel Document

My Account Options

Account Settings
[Personal Information](#)
[Charge Card Settings](#)
[E-mail Settings](#)
[Display Preferences](#)

Travel Preferences
[Frequent Traveler Programs](#)
[Passport and Travel Visas](#)
[Flight Preferences](#)
[Hotel Preferences](#)
[Rental Car Preferences](#)

Travel Arranger Settings
[People I Arrange Travel For](#)
[People Allowed to Arrange my Travel](#)

Exit My Account

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Click the Add Travel Document button

GetThere

This is the Passport and Travel Visas page. Complete the form and then click the Save button.

The screenshot shows a web browser window with the address bar displaying <https://wx1.getthere.net/DispatcherServlet;jsessionid=7B4E00AC2CA65309A2B8A043BAB4F2F0?siteID=3>. The browser is Microsoft Internet Explorer. The page header includes a navigation bar with links: Home | My Account | My Trips | My Templates | Help | Logout. A welcome message for James Jr Traveler is displayed. A message box states: "Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, [CLICK HERE](#) to close the window." The main content area is titled "My Account" and "Travel Document Information". It contains a form for adding or modifying a travel document. The form fields are: Document Type (Passport), Country ((Select Country)), Number, and Expiration Date (February - (02), 11, 2005). A red message states: "The changes to your profile are effective immediately and have been automatically sent to CW Government Travel, Inc." Below the form are "Cancel" and "Save" buttons. On the right side, there is a "My Account Options" section with links for Account Settings (Personal Information, Charge Card Settings, E-mail Settings, Display Preferences), Travel Preferences (Frequent Traveler Programs, Passport and Travel Visas, Flight Preferences, Hotel Preferences, Rental Car Preferences), and Travel Arranger Settings (People I Arrange Travel For, People Allowed to Arrange my Travel). An "Exit My Account" button is also present. The footer includes the copyright notice "© 2003-2005 GetThere L.P. - All rights reserved" and the GetThere logo.

https://wx1.getthere.net/DispatcherServlet;jsessionid=7B4E00AC2CA65309A2B8A043BAB4F2F0?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Welcome James Jr Traveler Home | My Account | My Trips | My Templates | Help | Logout

Site: DOI Main

Message Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, [CLICK HERE](#) to close the window.

My Account Travel Document Information

You can add a new travel document or modify an existing travel document. Please enter the travel document information and then click the "Save" button.

Document Type: Passport

Country: ((Select Country))

Number:

Expiration Date: February - (02) 11 2005

The changes to your profile are effective immediately and have been automatically sent to CW Government Travel, Inc.

Cancel Save

My Account Options

Account Settings

- [Personal Information](#)
- [Charge Card Settings](#)
- [E-mail Settings](#)
- [Display Preferences](#)

Travel Preferences

- [Frequent Traveler Programs](#)
- [Passport and Travel Visas](#)
- [Flight Preferences](#)
- [Hotel Preferences](#)
- [Rental Car Preferences](#)

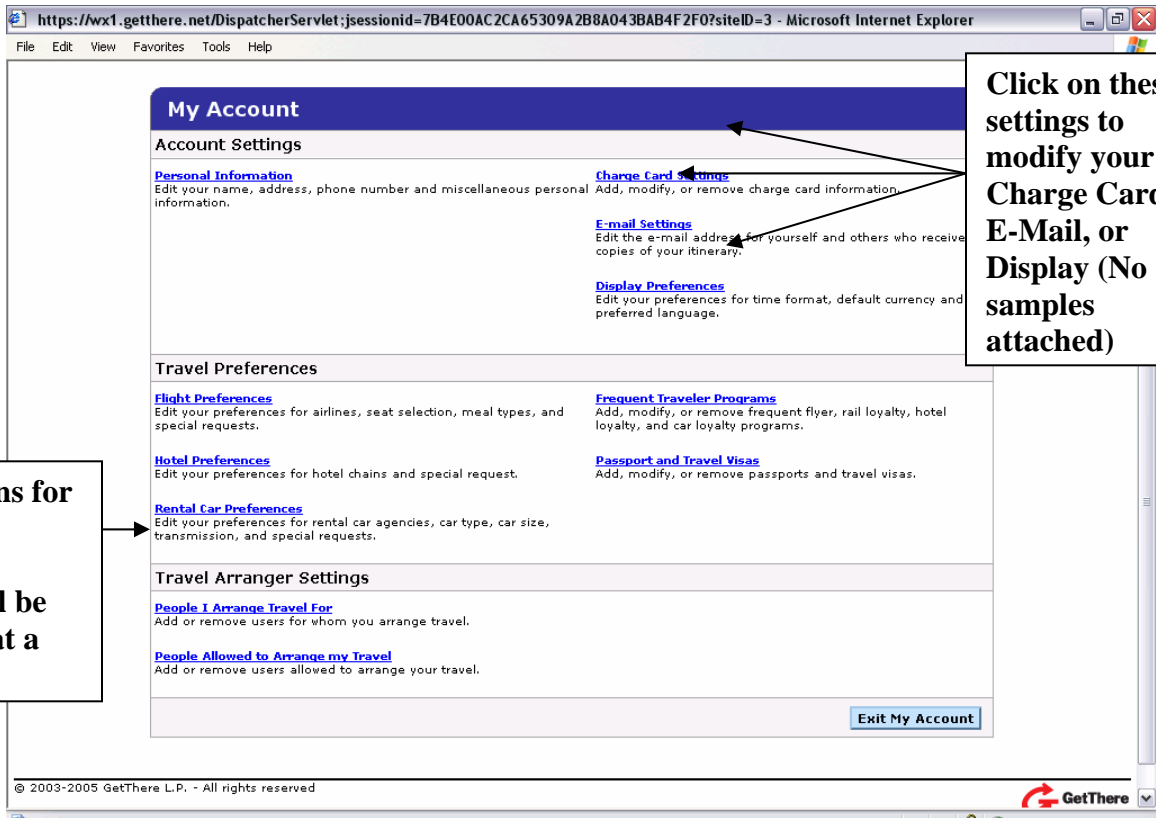
Travel Arranger Settings

- [People I Arrange Travel For](#)
- [People Allowed to Arrange my Travel](#)

Exit My Account

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GetThere



Instructions for
Travel
Arranger
setting will be
provided at a
later date

Click on these
settings to
modify your
Charge Card,
E-Mail, or
Display (No
samples
attached)

https://wx1.getthere.net/DispatcherServlet;jsessionid=7B4E00AC2CA65309A2B8A043BAB4F2F0?siteID=3 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Welcome James Jr Traveler [Home](#) | [My Account](#) | [My Trips](#) | [My Templates](#) | [Help](#) | [Logout](#)

Site: DOI Main

Message Thank you for building your profile. Please feel free to update any other profile items by selecting one of the links below. When finished, **CLICK HERE** to close the window.

My Account

Account Settings

Personal Information
Edit your name, address, phone number and miscellaneous personal information.

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Add, modify, or remove charge card information.

E-mail Settings
Edit the e-mail address for yourself and others who receive copies of your itinerary.

Display Preferences
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Travel Preferences

Flight Preferences
Edit your preferences for airlines, seat selection, meal types, and special requests.

Frequent Traveler Programs
Add, modify, or remove frequent flyer, rail loyalty, hotel loyalty, and car loyalty programs.

Hotel Preferences
Edit your preferences for hotel chains and special request.

Passport and Travel Visas
Add, modify, or remove passports and travel visas.

Rental Car Preferences
Edit your preferences for rental car agencies, car type, car size, transmission, and special requests.

Travel Arranger Settings

When finished, click on Logout.

You are now logged out of your CWGT profile; you can close your browser or return to the login page.

